

15 FAM 450 REQUIRED DOCUMENTATION

(CT:OBO-36; 10-31-2013)
(Office of Origin: OBO)

15 FAM 451 NATURE OF DOCUMENTATION

(CT:OBO-36; 10-31-2013)

- a. Unless local law requires the foreign country to retain the original title deeds, the post must send them to the Bureau of Overseas Buildings Operations (OBO) for Department *of State* properties, *in accordance with the OBO cable to post authorizing post to close on a purchase*, or, in the case of *U.S.* Agency for International Development (USAID) properties, the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W-M/MS/OMD), along with associated title surveys or plot plans (or the original crown leasehold titles with associated title surveys) and one signed copy of each. The local recorder or registrar of land records must certify signed copies of these documents. The post must send OBO for Department *of State* properties, or, in the case of USAID properties, USAID/W-M/MS/OMD, copies of the following acquisition documents:
 - (1) Sales contracts (purchase agreements);
 - (2) Exercised options to purchase real property (documentation with payment schedules included); and
 - (3) Title affidavits (title searches).
- b. If local law requires the foreign country to retain the originals, the post must send OBO for Department *of State* properties, or, in the case of USAID properties, USAID/W-M/MS/OMD, two signed, certified copies of the title documents or the title document equivalent that the host country's government and courts recognize as having equal validity as to proof of U.S. Government ownership.
- c. Wherever possible, contracts and deeds must be in the English language. If the local law requires these documents to be executed in the local language, an accurate translation signed and certified by the translator with the translator's name typed below the signature must accompany each original and copy.

15 FAM 452 DOCUMENT TRANSMITTAL

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 15
Overseas Buildings Operations

(CT:OBO-36; 10-31-2013)

- a. The post must attach one certified copy of the expert's certificate required by 15 FAM 432.5 to the payment voucher and retain one copy.
- b. The post must send to OBO for Department *of State* properties, or, in the case of USAID properties, USAID/W-M/MS/OMD, for review one copy of the signed written Boundary and Building Location Survey report (see 15 FAM Exhibit 432.3, Requirements for Boundary and Building Location Surveys), two prints of the survey drawings, and one copy of the engineer's survey certification. The post retains one copy of the report, the original tracing, *which can be any kind of graphic representation*, of the survey drawings, and the original of the engineer's survey certification.
- c. Mailing addresses are listed in 15 FAM 170; distribution of *capital* lease *(CL)* documents is covered in 15 FAM 350.

15 FAM 453 THROUGH 459 UNASSIGNED